



TRAVANCORE TITANIUM PRODUCTS LIMITED
Kochuveli, Thiruvananthapuram 695 021

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TENDER NOTICE

TTP/CD/CN/SC-24/C&F/LCL/25-26

18.08.2025

Sealed tenders are invited from reputed firms who have at least three years experience in clearing and forwarding of export consignments having approval/ license from the Customs Authorities for a period of one year for appointing as ***“Clearing & Forwarding Agents for clearing and forwarding of Less Container Load (LCL) export consignments for a period of One year”*** for Travancore Titanium Products Limited, Kochuveli, Thiruvananthapuram.

The tender shall be enclosed in an envelope , sealed and superscribed with “Tender No. & date, due date and the name of work. The same shall then be forwarded to the **“Head of Department (Commercial), Travancore Titanium Products Limited, Kochuveli P.O. Thiruvananthapuram, Kerala, Pin.695 021”**.”

Name of Work: “Annual Contract for of clearing and forwarding of Less Container Load (LCL) export consignments for a period of One year”

Tender Form Cost : ₹800/- plus GST ie. Total ₹944/-

Earnest Money Deposit (EMD) : ₹10,200/- (refundable)

(Tender Cost & EMD shall be remitted by DD)

Due date & time : 02.09.2025 at 12 Noon

Bid Opening due & time : 02.09.2025 at 2 p.m

For TRAVANCORE TITANIUM PRODUCTS LIMITED

Head of Department (Commercial)



TRAVANCORE TITANIUM PRODUCTS IMITED

Kochuveli, Thiruvananthapuram 695 021

TTP/CD/CN/SC-24/C&F/LCL/25-26

18.08.2025

Tender Notice

Name of work: ***Annual Contract for of clearing and forwarding of Less Container Load (LCL) export consignments for a period of One year***
Due date: 02.09.2025 up to 12 noon (date of submission of tenders)

Sealed tenders are invited from experienced contractors in the field in prescribed format for the work of “Annual Contract for of clearing and forwarding of Less Container Load (LCL) export consignments for a period of One year”. The work should be carried out as per the specific instructions contained in the scope of work and subject to the following conditions.

1. Scope of Work

The scope of work and responsibility of the contractor as follows:

- a. Containers transportation (LCL) to Cochin Port (from Trivandrum to Cochin Port).
- b. Terminal Handling charges.
- c. Bill of Lading.
- d. Port Handling expenses.
- e. Customs clearance etc.
- f. Arranging pallatisation and fumigation, if required.
- g. Arrange stuffing of LCL
- h. Complete documents/shipping bill
- i. Service Charge +Service Tax
- j. Port Dues including pre stage charges +Service Tax(IGTPL Charges) .
- k. Tally charges.
- l. Customs OT.
- m. Shipping Bill
- n. Certificate of Origin.
- o. Other miscellaneous charges (if any)

TTPL shall not guarantee any minimum quantity/value during the duration of the original or extended contract and the successful bidder(s) shall not be entitled to demand any charges whatsoever or any other loss or damage of whatsoever nature from TTPL for non utilization of the said work called for wholly or in part.

2. **Period of Contract:** The period of contract is one year from the date of issue of work order.

3. **Terms and conditions of the contract**

1. Consolidated competitive freight rates reputed shipping liners/ agents to International Ports to be submitted every month.
2. Other requirements like DDC/ BAF/ War risk etc., be submitted.
3. One competent person should accompany the Truck/ Tractor for stuffing, co-ordination etc.,

4. Co-ordinate and obtain required certificates from Central Excise, Customs, Chamber of Commerce, JDGFT, ELA and other agencies.
5. E.P. Copy, SDF and other documents to be submitted within 4 days of shipment.
6. Bill of Lading and other documents to be forwarded on the same day of shipment.
7. Shipment details have to be sent by E- mail on the same day of shipment.
8. Ensure documents verification, prompt service and quality containers.
9. Immediately after a consignment is cleared and dispatched, clearing agencies should forward their bill supported by vouchers, Bills should be submitted in Triplicate. Bill will normally be paid within a period of one month from the date of receipt. No request for advance payments will be entertained by the Company. In addition to the triplicate and Exchange control copy of the bill of Lading, an additional copy may also be attached for clearance of bills. Under no circumstances, the triplicate copy of the Bill of Lading should be handed over to the carriers' crews or related authorities.
11. No enhancement of rates are permissible except charges levied by Statutory Authorities/ Port Authorities/ CCCOWA/ CCHAA.
10. The Clearing and Forwarding Agents should have offices at
11. Kochi/Thiruvananthapuram with e-mail and Fax facilities (having sufficient infrastructure facilities).
12. Any loss sustained by the Company arising out the carelessness, negligence, imprudence, delay or any other fault or failure on the part of the contractor or his employee will be recovered from the contractor. The decision of the Company regarding such loss suffered by the Company shall be final and binding on the contractor.
14. If the contractor fails to perform the work according to the instructions issued by the Company from time to time consistent with the terms and conditions of the contract or in the event of the breach of any of the terms and conditions of the contract, the Company shall be at full liberty and have the right to terminate the contract forthwith without prejudice to any other rights or remedies under the contract and at the risk and cost of the contractor.
15. The successful tenderer should execute all works as required under the contract and should not be entitled to make any claim whatsoever against the Company for compensation, revision of rates or otherwise.
16. Prices quoted shall be fixed and firm till completion of the job. The total price quoted only will be taken for price bid evaluation.
17. Bids from bidders against whom any criminal case, investigation/report by the authorities like Vigilance, CBI etc are pending or bidders who are defaulting bidders of TTPL shall be disqualified and rejected.
18. Period of contract is one year and shall be extended and the rate for the extended period will be the exiting work order rate or the rate to be finalized in the new tender whichever is lower
- 4. Terms Of Payment**
 1. Full payment will be made against submission of bills and relevant documents for shipment made on a monthly basis and certification by concerned officials of the company.
 2. All the payment will be released based on the recommendation of the officer in charge.

5. Pre Qualification Criteria:

- a. The firms / persons with whom Government transactions have been banned / black listed / suspended due to any reason will not be eligible to participate in the tender. The self declaration as per **Annexure A** to be submitted in the letter head of the Bidder.
- b. The bidder should have GST, MSME registration, if applicable.
- c. The bidder should have experience of having successfully completed similar works as per the scope of work during the last two years ending 31st March 2025. Tenderer should submit the **copy of such work orders along with satisfactory completion certificates.**
- d. The bidder should have an office at Kochi/Trivandrum
- e. The bidder should have a valid customs license

5. General Terms and Conditions:

1. Details of ESI & PF registration
 - i) ESI Registration number:
 - ii) PF Registration number.....
 - iii)
 - a. **If the bidder is not under PF act , a self-declaration to be submitted along with the tender .**
 - b. **If the bidder is not under ESI act, the bidder has to submit CAR (contractors all risk) policy for the entire period of contract for the employees engaged for the work. Self-declaration to be submitted along with the tender.**
2. The bidder shall submit Tender document duly filled and signed along with the enclosures mentioned in the tender document within the time stipulated in the tender notice. Bids should bear the signature of the bidder in all pages.
3. The bidder shall remit the tender form cost and EMD as given in the tender document. The bids without remitting tender form cost and EMD will be rejected.
4. The rate quoted shall be exclusive of GST and the GST applicable should be mentioned at the space provided in the Price format. If the bidder is below the threshold limit of GST that should be mentioned in the price format and a self declaration shall be submitted with the tender.
5. The tender must be firm for a period of three months from the date of opening of the tender or till the tender is decided, whichever is earlier during which period the bidder will not be free to withdraw the tender. Any such withdrawal will be entailed to forfeiture of the Earnest Money Deposit(EMD) and also result in the tenderer being made liable for the losses and damages sustained by the company in rearranging the work.
6. It is no binding on the company to accept the lowest offer. The company reserves the right to cancel/postpone the tender or to reject any or all offers without assigning any reason.
7. The tenderer should remit the Earnest Money Deposit (EMD) mentioned in this document in cash/DD and proof of thereof should be enclosed along with the tender. Other mode of remittance will not be accepted.
8. If any irregularity or fraudulent behavior is noticed on part of the contractor / his agents / representatives or the crew of the vehicle engaged by the contractor for the performance of the contract, the company reserves the right to take all suitable action deemed fit against the contractor and those concerned.
9. The Contractor will be responsible for meeting all the requirements of the various labour enactments applicable from time to time and should indemnify and keep indemnified the

- company against all losses and damages sustained by the company in this regard at all times.
10. The Contractor should comply with all relevant formalities under contract labour (Regulation and Abolition) Act 1971, such as display of rate of wages, date, place and time of payment of wages, date of payment of unpaid wages etc. they should also intimate the time, date and place of disbursement of wages to the supervisory Officer nominated under the above act for certification of payment to contract workers.
 11. The Contractor should strictly adhere to the Safety Rules prevailing in the company failing which penalty as decided will be imposed. The Company is in no way responsible for any injury, disability or death of contractor's workmen due to non-compliance of safety regulations. TTPL will not pay any compensation in this regard. **All the PPE's to the employees for the execution of the work is under the scope of contractor**
 12. The workers engaged by the contractor shall wear the ID cards provided from the Main gate Security persons and displayed same while on work.
 13. The Contractor should fix a display board on the materials of their own kept within the Company premises indicating the names of the contractor and Work Order No.
 14. The work should be completed within the time limit given by the Officer in charge of the work.
 15. The Company reserves the right to cancel the work order forfeiting security deposit if the work is not started within the time stipulated in the work order and also to terminate the contract at any time if the work is not done with proportionate progress to the satisfaction of the company officials and in all such cases the company will be at liberty to get the work done in any manner that the company thinks fits and all losses and damage sustain by the company in this regard will be recovered from contractor and his assets.
 16. Company reserve the right to accept/reject any of the tender after evaluation with or without assigning reason no matter whether a Tenderer has quoted the lowest rate. All questions/disputes arising out of in connection with this shall be decided by the Managing Director of the company and his decision thereof shall be final and binding to all tenderers.
 17. **Jurisdiction:** Any dispute or questions relating to or arising out of the finalization of this tender, if remains, shall be subject to the executive jurisdiction of the courts at Thiruvananthapuram.
 18. **Agreement:** The liability of contractor/bidder under this contract will commence on the date specified in the letter of Intent/ Work order. The successful bidder shall be required to execute an agreement with TTPL if the contract value is above Rupees One lakh, immediately from the date of issue of work order for carrying out the work according to the terms and conditions of the contract given along with work order. The agreement shall be executed on Rs. 200/-Stamp paper and shall be in the proforma as specified by TTP. The provision contained in tender papers and other documents exchanged between the Bidder and TTP shall form part of the contract. The Earnest Money Deposit is liable to be forfeited in case the contractor fails to execute the Agreement within the stipulated period as mentioned above.
 19. **Security deposit:** The successful tenderer shall provide a Security Deposit equal to **5%** of the contract value immediately from the date of issue of work order for the due performance of the contract. The EMD of the successful tenderer shall be adjusted against the Security Deposit. Balance amount, if any, shall be remitted by means of a Demand Draft payable at Thiruvananthapuram or as Bank Guarantee from a nationalized /scheduled bank. The Security deposit shall not bear any interest and shall be released only after successful completion of all contractual obligations including guarantee period.

20. **Liquidated damages:** In case of any delay in the execution of the Order beyond the stipulated date of work schedule including any extension permitted in writing, the TTPL reserves right to recover from the contractor a sum equivalent to 0.5% of the total value of the delay for each week of delay and part thereof subject to a maximum of 10% of the total value of the Order. Alternatively, the Company reserves the right to execute the work from elsewhere at the sole risk and cost of the contractor and recover all such extra cost incurred by the company in execution of work by the above procedure.
21. Evaluation of Bids: The evaluation of the bids will be based only on the documents submitted.
22. **Deductions:** All statutory deductions will be made from the contractor's bill as per rules. The Contractor shall remit ESI and PF amount and the proof of remittance shall be furnished whenever company insists.
23. If the successful bidder fails to remit SD and execute agreement with the stipulated time, TTP will arrange the work with L2 bidder or with any other source at the risk and cost of the successful bidder if required.
24. Bids without signature in all pages of tender document/bids in incorrect tender document or format/bids without EMD and tender cost will be rejected.
25. In case of any matters pertaining to this tender document and award of contract, which are not incorporated/ specified therein, in such cases guidelines of CVC/Kerala Store Purchase Manual shall be applicable.
26. Bids without remitting EMD and tender form fee will be rejected.
27. The successful bidder shall be held responsible for any penalty imposed on them on Violation of statutory requirements/safety regulations and such penalties shall be met by the successful bidder themselves. The Workmen should follow the safety rules and regulations prevailing at TTPL from time to time. The contractor is liable to pay penalty of Rs.500/- for safety protocol violation / incident.
30. Conditional tenders will not be accepted.
- 31. Documents to be submitted along with the tender**
- a. Proofs of meeting pre qualification criteria
 - b. Proof of Tender fee and EMD remittance
 - c. Tender document duly signed by the bidder in all pages
 - d. Copy of GST, PAN, MSME registration(if applicable)
 - e. Copy of valid customs license as per prequalification criteria 8.f
 - f. Self Declaration in the bidder's letter head as per Annexure A on the Pre qualification criteria 8.a.
- 32. Tender Form Cost: Rs.800/- plus GST ie. Total Rs. 944 /-**
- 33. Earnest Money Deposit (EMD): Rs. 10,200/- (refundable)**
- 34. Exemption in Tender Form Cost and EMD is as per Govt. rules.**
- 35. Due date of Submission of tender : 02.09.2025 up to 12.00 noon.**

for TRAVANCORE TITANIUM PRODUCTS LIMITED



Head of Department (Commercial)

PARTICULARS OF TENDERER

1. Name of the Bidder:
2. (a) Registered office address of the Bidder:
(b) Address for correspondence:
3. Mobile Nos.:
4. E-mail address:
5. Status of the tenderer (Individual, Prop. firm, Partnership, Ltd. Company, Co-operative Society, Other):
6. Registration No.:
7. Year of establishment:
8. Permanent Account No. (PAN issued by Income Tax Dept.):
9. GST Registration No:
10. ESI Registration No:
11. PF Registration No:
12. MSME Registration No.(if applicable):
13. Name and address of Proprietor/ Partners/ Directors:

DECLARATION

We confirm that we have read and understood all tender conditions and we accept all tender conditions in its entirety.

Date:

Signature:

Name of Person signing:

Tenderer's Name and address with seal:

PRICE BID FORMAT

My lowest rate for the above work mentioned in the Tender No. **TTP/CD/CN/SC-24/C&F/LCL/25-26** dated **18.08.2025**

Rates For Clearing And Forwarding of Less Container Load (LCL)					
Sl No	Item Description	Qty	Units	Unit Rate	Total Amount
1	Transportation charge –Trivandrum to Cochin	1	MT		
2	Terminal Handling charges (THC) +Service Tax	1	MT		
3	Bill of Lading (B/L) +service Tax	1	MT		
4	Port Handling charges	1	MT		
5	Customs Clearance etc.	1	MT		
6	Arrange palletisation and fumigation (if needed)	1	MT		
7	Arrange stuffing of LCL	1	MT		
8	Complete documents/Shipping bill	1	MT		
9	Service charges +Service Tax	1	MT		
10	Port dues including pre-stage charges+Service Tax (IGTPL Charges)	1	MT		
11	Tally charges	1	MT		
12	Shipping Bill	1	MT		
13	Certificate of Origin	1	MT		
14	Other miscellaneous services	1	MT		

**** GST will be paid extra at the applicable rate.**

GST Registration No. :

EMD Remittance details:

Signature of the Tenderer:

Name & Address. :

Phone no. :

Mobile No :

Fax No :

E Mail :

Regn. No. of the contractor

Signature of the Bidder

SELF DECLARATION

Date:

From

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To

**The HOD (Commercial)
Travancore Titanium Products Limited
Kochuveli, Thiruvananthapuram,
Kerala – 695 021.**

Sir,

Sub: Tender for **Appointment as Clearing and forwarding agents of Less Container Load (LCL) export consignments-reg**

Ref: **Tender No. TTP/CD/CN/SC-24/C&F/LCL/25-26** dated 18.08.2025

1. I/We have carefully studied the terms and conditions of the tender vide your **Tender No. TTP/CD/CN/SC-24/C&F/LCL/25-26** dated 18.08.2025
2. I/We hereby certify that we have never been banned/black listed/suspended by any of the State/UT/Central Government/ PSU organizations.
3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation/cancellation/termination without any notice at the sole discretion of the company.

Yours faithfully,

Signature and Address of the Contractor.